



HEALTH AND SAFETY POLICY

Part 1 STATEMENT OF INTENT Revised: June 2017

General Policy

Lancaster City Council recognises the need and accepts responsibility for providing, so far as is reasonably practicable, a safe and healthy working environment both for its staff, the public and any others affected by its undertakings or service provision.

The council prioritises health and safety as highly as any other business objective. The council will ensure that suitable and sufficient financial and physical resources are made available to implement this policy and will seek to enlist the support of staff, unions and all those affected by its undertakings in a focussed and concerted effort to achieve its safety goals. The council will take a strategic and systematic approach to the management of health and safety. We will be proactive and well organised, doing the right things right. Through each stage of our health and safety management system we will monitor progress, promptly respond to needs for improvement and positively manage performance so that the council consistently achieves its aims and objectives for health and safety. The roles, responsibilities and competencies of each member of staff in contributing fully to that achievement will be clearly defined and communicated. We recognise that communication is the key to successful health and safety implementation and will visibly lead health and safety by positive example at every level.

Organisation

The Chief Executive, Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ is responsible for implementing and reviewing the council's Health and Safety Policy.

The Chief Executive will be supported by the council's Members and assisted by all employees of the council; especially those officers allocated the specific safety responsibilities detailed later in this Policy.

ISSUED ON <DATE> BY THE CHIEF EXECUTIVE, LANCASTER CITY COUNCIL

SIGNATURE:
CHIEF EXECUTIVE

Part 2

OVERVIEW OF CORPORATE SAFETY RESPONSIBILITIES

Revised: May 2017

1. Personnel Committee

Personnel Committee is responsible under the council's Constitution for approving and overseeing this Health and Safety Policy.

2. Chief Executive

The Chief Executive is the accountable officer for all health, safety and welfare issues under the control of Lancaster City Council. The Chief Executive will ensure that Members of the council are advised of the financial and human resources needed to comply with the requirements of this policy and all aspects of health, safety and welfare affecting the council.

3. Chief Officers generally

- 3.1 Chief officers have responsibility for the health, safety and welfare of staff within their Services, managing within their power (and otherwise formally raising concerns about) the safe and healthy condition and use of accommodation areas occupied by their employees. Chief officers must ensure that senior operational managers and any other direct reporting service managers within their Service operate within the framework of the council's health and safety policy in a manner that complies with the duties duly assigned.
- 3.2 Chief officers are responsible for ensuring in particular that:
- All significant findings of timely risk assessment and review process are documented,
 - All necessary risk control measures arising are implemented, and
 - All appropriate monitoring of implemented risk controls and follow-up action is completed effectively.
- 3.3 Chief officers are also responsible for ensuring their staff comply with any specific health, safety and security arrangements put in place by another chief officer.

4. Chief Officer (Health & Housing)

- 4.1 The Chief Officer (Health & Housing) will assist the Chief Executive in exercise of the duties outlined above and deputise for the Chief Executive, as required.
- 4.2 The Chief Officer (Health & Housing) has overall responsibility for the co-ordination of health, safety and welfare responsibilities throughout the council and, in particular:
- To report to Management Team on the suitability of financial and human resources available to comply with all aspects of health, safety and welfare legislation affecting the council's activities;
 - To review and revise the council's health and safety policy periodically and in the event of significant modification of the organisation or work activities of the council, bringing such revisions to the attention of Management Team where appropriate;
 - To monitor, review and ensure the adequacy of the council's health and safety policy and its implementation

- To present to Management Team any new/amended health, safety and welfare legislation (or associated safety policy topic notes) which may significantly affect the council's activities as a whole.
- Overseeing the coordination of the following corporate arrangements:
 - contractor control
 - CDM
 - lone working
- Overseeing safety and health policy and practical implementation concerning council-owned housing stock, common parts of such buildings and open land invested in Council Housing.

4.3 The Chief Officer (Health & Housing) also has responsibility for:

- Updating chief officers and senior operational managers on changes in legislation, advising and providing information on health and safety matters.
- Advising and assisting in the provision of health and safety training for the council's personnel.
- Maintaining the copy of the Council's health and safety policy available to view via the authority's Intranet system.
- Maintaining a central record of notifiable accidents and ensuring compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Assessing notifiable accidents and incidents and assisting Services in their investigation where necessary.
- Carrying out council wide safety reviews and audits as required.
- Acting as the council's point of liaison with the Health and Safety Executive.
- Assisting the council in developing and maintaining formalised staff safety liaison arrangements e.g. the council's Joint Consultative Committee on Health & Safety.

4.4 The Chief Officer (Health & Housing) also has responsibility through Human Resources for coordinating the competence, training, welfare and protection needs of employees as identified and notified by Services, insofar as coordinating such needs is not the responsibility of individual Services (e.g. operation-specific technical competence assessment and associated training).

In addition to the Chief Officer (Health & Housing), the following chief officers have specific responsibilities.

5. Chief Officer (Resources)

The Chief Officer (Resources) is responsible for maintaining, in a safe and healthy condition, buildings, land and other property assets owned, occupied or managed by the council and falling to the corporate Property Group (i.e. not assigned to another chief officer) as corporate landlord.

The Chief Officer (Resources) is responsible for ensuring the health and safety, security and emergency procedures of municipal buildings managed by the Property Group used for office accommodation, meetings etc. and rooms made available to visitors or for hire to third parties.

The Chief Officer (Resources) is also responsible for policy and practical implementation of the council's safety arrangements concerning control of risks from fire, legionella and asbestos.

On behalf of the council as a property owner and corporate landlord, the Chief Officer (Resources) has specific duties with regard to premises not occupied by the council and where such duties are not legally transferred to the building occupier(s).

6. Chief Officer (Planning & Regeneration)

The Chief Officer (Planning and Regeneration) is responsible for management and maintenance of specific projects, property and assets falling under the management of Planning & Regeneration Services and therefore also for the safety and health of people coming into contact with them.

7. Chief Officer (Environment)

The Chief Officer (Environment) is responsible for management and maintenance of council-owned buildings, land, parks and open spaces falling to Environmental Services and so for the safety and health of people coming into contact with those spaces and activities held there. Also for the cleansing of staff-occupied buildings across the council's portfolio. Similarly for the council's street furniture and vehicle fleet except insofar as individual driver behaviour by an employee is a matter falling to the relevant chief officer.

8. Chief Officer (Legal & Governance)

Note: interim arrangements are in place as at May 2017 pending recruitment

The Chief Officer (Legal & Governance) is responsible for management and maintenance of the council's Electoral system and arrangements including safeguarding personal safety in the staffing, occupation and management of temporary polling stations.

9. Senior operational managers and service unit managers

For purposes of this policy:

- "Senior operational managers" means senior managers reporting directly to a chief officer and assigned the lead operational management of a service area as a whole.
- "Service unit managers" then means other managers who formally manage one or more individual service units within a service area.

Senior operational managers are responsible for:

- Monitoring and reporting promptly to chief officers on matters of health and safety resourcing, implementation, progress, performance and risk.
- Assuming responsibility alongside chief officers for proactively delivering the council's aims and objectives, strategy and systematic management of health and safety delivery.
- Being closely informed about health and safety systems, resources, attitudes, practices and performance within their service areas and individual service units.
- Leading the operational management and driving a positive, proactive culture of health and safety, serving as a role model.

Senior operational managers and service managers are responsible for the operation of the council's health and safety policy within the service units / teams that they oversee except to the extent that responsibility is delegated further. In particular, their responsibilities are to ensure:

- That, so far as is reasonably practicable, the health, safety and welfare of all employees and others working for, or affected by, the activities of their section is maintained at all times in accordance with human resources policies and procedures.
- That line managers and supervisors under their formal line management capably, competently and fully perform their responsibilities and duties under this policy and that the performance of those duties is actively monitored and performance managed.

- Adherence to and full implementation of the relevant parts of the health and safety policy which affect the activities of their section, promptly correcting any non-compliance.
- The responsibilities for assessing health and safety risks arising from their sections' work activities are allocated only to staff who have been suitably trained and demonstrated their competence.
- That an effective system is in place to undertake risk assessment reviews at appropriate intervals e.g. initially annually, or following significant changes in personnel/ workplace/ work activities or following accidents or incidents.
- That the competence of each employee to undertake assigned duties is assessed and training needs are fully identified and met.
- That all employees in their section are aware of the council's accident reporting procedures and that all work related accidents and incidents are reported and (where appropriate) investigated.
- That their chief officer is advised of the adequacy of financial and human resources available within their section to comply with the council's health and safety policy and risk assessment findings.
- That their chief officer is updated via appropriate Service management team (or equivalent) meetings on progress with regard to any health, safety and welfare issues affecting their section.
- That co-operation and liaison with other chief officers, senior operational managers and corporate coordination / support services is maintained over work activities that could jointly affect the health, safety and welfare of staff or others.

10. Line Managers

Line Managers are responsible for:

- Ensuring that line managers and supervisors for which they have formal line management responsibility are able to capably, competently and fully perform their duties under this policy. Also, in the absence of such a line manager or supervisor, that they fulfil the responsibilities of a supervisor set out in the following section.
- Ensuring, so far as is reasonably practicable, that the health, safety and welfare of staff members under their control, and any others who may be affected by their actions, is maintained at all times.
- Producing an appropriate assessment of the health and safety risks to staff, public and others, arising from the work activities of their section.
- Ensuring that any significant findings identified by the assessment process are documented and that any further risk control measures found necessary are implemented by the appropriate line managers within their section.
- Arranging that, so far as is reasonably practicable, staff are actively involved in the risk assessment process and that as a minimum, copies of risk assessments are made available to and discussed with the relevant members of staff within their section.
- Ensuring that staff under their control remain adequately trained and competent and are provided with suitable and sufficient work equipment to carry out their work tasks safely.
- Adherence to, and full implementation of, the parts of the council's safety policy which apply to the work tasks under their control.
- Ensuring that staff under their control carry out work tasks in accordance with the findings of the risk assessment carried out by their service unit / team.
- Reporting accidents and incidents in accordance with the council safety policy.
- Taking action to eliminate (or control) workplace hazards which are reported to or noted by them.

11. Supervisors

Supervisors are responsible for:

- Ensuring, so far as is reasonably practicable, that the health, safety and welfare of staff members under their control and any others who may be affected by their actions, is maintained at all times.
- Producing an appropriate assessment of the health and safety risks to staff, public and others, arising from the work activities of their section.
- Ensuring that any significant findings identified by the assessment process are documented and that any further risk control measures found necessary are implemented by the appropriate line managers within their section.
- Arranging that, so far as is reasonably practicable, staff are actively involved in the risk assessment process and that as a minimum, copies of risk assessments are made available to and discussed with the relevant members of staff within their section.
- Identifying and informing their line manager of the need for any change to an existing risk assessment or preparation of an additional risk assessment.
- Ensuring that staff under their control remain adequately trained and competent and are provided with suitable and sufficient work equipment to carry out their work tasks safely.
- Adhering to, and fully implementing, the parts of the council's safety policy which apply to the work tasks under their control.
- Ensuring that staff under their control carry out work tasks in accordance with the findings of the risk assessment carried out by their Service.
- Reporting accidents and incidents in accordance with the council safety policy.
- Taking action to eliminate (or control) workplace hazards which are reported to or noted by them.
- Raising through the management chain any health and safety issue that they cannot personally resolve.

12. Responsible Officers and Premises Managers

Defined roles will be maintained for employees serving as the assigned Responsible Officer or Premises Manager for a specific council building or facility. Due to wide variations in property ownership / management / control arrangements and logistics across the council's portfolio of premises and services, individual premises management considerations will be clarified and documented on a premises-by-premises basis. The resulting roles and responsibilities for both Responsible Officers and Premises Managers will be formally assigned and documented. Supporting guidance will be provided for those with specific responsibilities.

13. Corporate Health & safety function

Responsible for coordinating corporate policy on health & safety, providing advice and support in accordance with but not limited to its documented purpose and arrangements.

14. Health & safety officer embedded with Environmental Services

Provides advice and assistance to Environmental Services in support of Chief Officer (Environmental Services) and delivers corporate health & safety-related training.

15. Health & Safety joint consultative committee (H&S JCC)

The H&S JCC provides the leading mechanism for staff consultation, tabling and monitoring issues of health & safety concern, activity and progress.

16. All Staff

All members of staff are responsible for:

- Fulfilling their health and safety roles and responsibilities provided in job descriptions.
- Actively participating in competence assessment, training and development and actively assisting fellow staff members, supervisors and line managers in the achievement of full competence.
- Ensuring that they are familiar with the council's health and safety policy, procedures, work instructions, guidance and relevant risk or other health and safety assessments pertinent to their work tasks.
- Ensuring that they carry out their work tasks in accordance with the significant findings of the relevant risk or other health and safety assessments pertinent to their work tasks.
- Reporting all accidents, near misses, hazards and other health and safety incidents and concerns to their supervisors immediately.
- Following all health and safety rules and instructions properly given.
- Actively co-operating with the council at all times to improve standards of health, safety and welfare.
- Raising through the management chain any health and safety issue that they cannot personally resolve.

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Corporate Health and Safety structure

